



Subject: Reminder: Register Now for the New Materials Management Training Course, PR250 – SCEIS Contract Administration, Offered in October

Audience: Agency Training Coordinators, Procurement Directors, AST Leads

The SCEIS Training Team encourages Agency Buyers and Contract Administrators to register for a new Materials Management PR250 training course that will provide detailed instruction on administering contracts, including creating, adding attachments and making changes to contracts and reporting on contracts using SCEIS Business Warehouse. Four sections of the course—including two geared toward agencies that use inventory and two that are tailored to non-inventory agencies—are offered in early through mid-October. Register now to ensure you secure a seat in this helpful new course.

Below you will find details about the course, including the name, description, target audience, date, location and a link where potential students can request registration.

Important Note: There are four total sections of the course offered. Two of these sections will include information specific to agencies that use SCEIS Inventory functionality, and two of the sections will be targeted to agencies that do not use inventory. Please ensure you register for a section of the course that is appropriate to your agency's use or non-use of inventory functionality.

Please share this message with appropriate staff members in your agency to ensure they have an opportunity to take this important training.

If you have any questions about the below SCEIS Training information, please email them to training@sceis.sc.gov.

PR250: Course Information

Course ID/Title: PR250 – SCEIS Contract Administration

Description: This course covers the process of administering contracts in the Enterprise Core Component (ECC). The course material will cover how to create contracts, change contracts, and add any necessary attachments to contracts. The course will also review different types of contracts available, and reporting on contracts in ECC and Business Warehouse (BW). This course is intended to enable participants to understand the steps involved in managing contracts and to perform the associated transactions.

Target Audience: Agency Buyers and Contract Administrators

Course Prerequisites:

- COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation
- MM100 SCEIS Materials Management Overview
- PR210 SCEIS Managing and Submitting Bids – Complex Bidding and Managing Contracts (Instructor-led)

Note: The instructor-led pre-requisite course is not currently available. Participants who have not previously completed PR210 Bidding should consult with SCEIS Training (training@sceis.sc.gov) regarding registration.

PR250 Sections for Inventory Agencies

PR250 - Section 004 Details

Audience: Buyers and Contract Administrators with Inventory Agencies

Course Date: Tuesday, October 9, 2012

Course Location: Wade Hampton Building, Room B01-B, Columbia

Driving directions: Are available at: <http://sceis.sc.gov/location.aspx?id=2>

Course Time: 9:00 a.m. to 5:00 p.m.

To **request** registration, complete the form at the following link:

<https://www.surveymonkey.com/s/BZW72CB>

PR250 - Section 006 Details

Audience: Buyers and Contract Administrators with Inventory Agencies

Course Date: Thursday, October 18, 2012

Course Location: Wade Hampton Building, Room B01-B, Columbia

Driving directions: Are available at: <http://sceis.sc.gov/location.aspx?id=2>

Course Time: 9:00 a.m. to 5:00 p.m.

To **request** registration, complete the form at the following link:

<https://www.surveymonkey.com/s/BZW72CB>

PR250 Sections for Non-Inventory Agencies

PR250 - Section 003 Details

Audience: Buyers and Contract Administrators with Non-Inventory Agencies

Course Date: Tuesday, October 2, 2012

Course Location: Wade Hampton Building, Room B01-B, Columbia

Driving directions: Are available at: <http://sceis.sc.gov/location.aspx?id=2>

Course Time: 9:00 a.m. to 5:00 p.m.

To **request** registration, complete the form at the following link:

<https://www.surveymonkey.com/s/BZW72CB>

PR250 - Section 005 Details

Audience: Buyers and Contract Administrators with Non-Inventory Agencies

Course Date: Tuesday, October 16, 2012

Course Location: Wade Hampton Building, Room B01-B, Columbia

Driving directions: Are available at: <http://sceis.sc.gov/location.aspx?id=2>

Course Time: 9:00 a.m. to 5:00 p.m.

To **request** registration, complete the form at the following link:

<https://www.surveymonkey.com/s/BZW72CB>